

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 29-6-005 2. Position Number: 929-202-3175 3. Date of Posting: 6/2/2015
4. Classification: **Transportation Engineering Technician** 5. Salary Range: \$3327-5007
Pay Differentials That Apply To Position: _____
7. Working Hours Of Position: variable day hours -- 0700-1645
8. District/Division: 05/202 Section: PJD / Design Geographic Location: San Luis Obispo, CA
9. **(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.***

10. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
Minimum qualifications are the minimum qualifications for Transportation Engineering Technician

B. Technical & Professional Skills & Abilities:

Use basic mathematical skills for calculations such as quantities, cost estimates, elevations, and distances.
 Prepare design drawings such as layouts, construction details, cross sections, and profiles.
 Prepare engineering specifications.
 Perform Computer Aided Design (CAD) and manual delineation on different media types for project plans, design drawings, displays, plots, and other mappings. Use current drafting guidelines and tolerances.
 Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, scheduling meetings, faxing documents, making copies, and maintaining the office and field equipment.
 Must be able to communicate effectively in both verbal and written form
 Must be able to prepare reports and correspondence
 Must be able to use and understand computers (Excel, Microsoft Word, CAD)
 Ability to analyze and interpret department policies and or directives
 Ability to work with teams on various projects
 Ability to meet strict project deadline dates
 Provide good customer service

C. License and/or Certification Requirements:

D. Physical Abilities to Perform Essential Functions:

Sit for long periods of time using a keyboard, mouse, and video display terminal.
 Be able to lift up to 50 pounds.
 Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
 Must be able to travel to project sites if needed

E. Other Departmental Requirements:

F. Duty Statement/Description of Duties:
Attached.

10. Final Date and Time for Receiving Bid: 6/15/2015 C.O.B.

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Linda Galle

Address: 2015 E. Shields Ave. #100, Fresno, CA 93726

Telephone Number: (559) 243-3416

FAX Number: (559) 243-3480

E-mail Address: linda.galle@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: 0700 To: 1630
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): 30 days from FFD
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)